



December 15, 2016,

TO WHOM IT MAY CONCERN,

I am requesting a waiver in order to be able to file for an extension deadline in order to submit a BEAR form for funding year 15-16. The last bill date for services was 6/30/16 and I should have filed by October 2016, but I was out of the office on FMLA leave during that time. This is a small private school run by a non-profit and there wasn't alternative staff who would have been able to assist with this process. In light of that, I would like to be able to please submit the BEAR form at this time, so that the school can still receive reimbursement for approved services.

I appreciate any consideration and assistance with this matter. If additional information is needed, please be in touch.

Thank you,

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